

DRAFT Minutes
James City Regional LHRC
July 19, 2013

Members Present: Chair, Cheryl Jones, Chair, Richard Cottingham, Lisa Thatcher.

Others Present: Tijuana Gholson & Victory Whitaker- Family Matters, Gail Gay - Elam House/Dominion Services For All People (DSFAP), Elmira King - Milestone Counseling, Vanessa Futrell & Joyce Martin - 1Life 1Love, Inc.

Members Absent: Shenita Brown, Diane Cooper

Others Absent: Princetta Wooten, Tidewater Therapeutic After School Program, LLC- Excused

Call to Order: The meeting was called to order by Cheryl Jones, Chair at 9:24 a.m.
The meeting took place at 11815 Fountain Way- Suite 300- Newport News, VA.

Adoption of Agenda: A motion was made, seconded and approved to adopt the agenda

Approval of Minutes: A motion was made, seconded and passed to approve the following James City Regional LHRC meeting minutes: 1) April 20, 2013 regular quarterly meeting; 2) May 20, 2013 call meeting and the 3) January 18, 2013 regular quarterly meeting.

Public Comments: None

Old Business: None

Advocate Report: Mr. Daye reminded LHRC affiliates not to email the committee members information because they do not print and if it contained confidential information it could be a HIPAA violation. Provider reports need to be mailed two weeks prior to the meeting. Please make sure that you have all the committee members correct mailing addresses to ensure delivery of provider reports. When you are requesting to add new services they need to be sent to Mr. Daye and the LHRC members all of the required information for that new service, after you receive your letter from the

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State Human Rights Director, Ms. Margaret Walsh, accepting your verification form. He also reminded members that as of June 1, 2013 serious incidents, deaths, abuse, neglect and complaint reports should be reported into Delta through the CHRIS system. If you are unclear from the conference training on how to submit claims there are training modules for the CHRIS system online via the DBHDS website. If the CHRIS system is down and you need to report any of the serious injuries and deaths, you should fax the notice to DBHDS in Richmond. Once CHRIS is back up, you must go back and enter the information into the system. If you are having issues logging on to enter serious incidents and deaths your contact is Chanda Braggs at 804-786-3475 or chanda.braggs@dbhds.virginia.gov. I

If the CHRIS system is down and you need to report any of the abuse or complaints, you should fax the notice and reports to Mr. Daye's office as in the past. Once CHRIS is back up, you must go back and enter the information into the system.

If you are having issues with logging on to CHRIS to enter abuse and complaints, your contact is Margaret Walsh at 804-786-3988 or margaret.walsh@dbhds.virginia.gov.

Affiliates reports:

1. **Family Matters-** 0 reports of allegations of abuse/neglect, 0 total counts by type and 0 total counts by how occurred. 0 Complaint cases/resolutions. Census-20
2. **Elam House- reported** –Currently licensed. Licensing agent- Barry Lee. Current Census 4. **2 allegations of abuse/neglect. 0 cases pending, 2 cases closed.** Total alleged by type 2- neglect. No open/unresolved complaints.
3. **DSFAP-** census-22, 1 allegations of alleged abuse, 0 cases pending, 0 cases closed 1- physical cases. Total counts occurred by type-1 peer on peer. Total alleged by type 2- neglect, 0 restraints, 0 complaint cases pending.

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4. **Milestone-** 44 censuses, 0- abuse/allegations alleged by type and occurred by type, 0 complaint cases, and 0 complaint cases pending.
5. **1Life1Love - 34** census, 0- abuse/allegations alleged by type and occurred by type, 0 complaint cases, and 0 complaint cases pending.
6. **Tidewater Therapeutic After School Program – (Not licensed at this time)** 0 census, 0- abuse/allegations alleged by type and occurred by type, 0 complaint cases, 0 complaint cases pending.

New Business:

FAM-MAT is adding sponsored residential services to their program. They asked the committee to grant affiliation for the services and the following homes: 1). 4052 Wyndy Brow Drive, Portsmouth VA and 2). 1879 Farrell Dr., Williamsburg VA.

A motion was made and seconded and approved to grant the affiliations.

A motion was made, seconded and passed to approve the following:

- 1). **FAM-MAT's Sponsored Residential Services Behavioral Management Policy and**
- 2). **FAM-MAT's Sponsored Residential Services Rules of Conduct.**

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Closed Session:

Local Human Rights Committee voted to go into closed session according to Va. Code- 2.2-3711A for the purpose of hearing abuse and complaints reported for DSFAP and Elam House. The committee voted to come out of closed session. Upon entering into open session each member certified that the only thing discussed while in closed session were the abuse and complaints for the above noted programs.

Freedom of Information Act (FOIA) 2013 Annual Training:

Committee Members where trained on the FOIA by Mr. Daye, Regional Advocate.

Next Meeting: The next Human Rights meeting will be October 18th at 9am.
The meeting will be held at 11815 Fountain Way Newport News, VA 23606

Adjourned: The meeting was adjourned by Cheryl Jones at 11:45a.m.

Typed by James City Regional LHRC Support Secretary _____

James City Regional LHRC Chair _____
Cheryl Jones